

**TOWN OF BUENA VISTA
APPLICATION FOR SPECIAL USE PERMIT
Code Section – Article IV, Section 16-61**

For Town Use Only

Date App. Received: _____

Fee \$: _____

Deposit Paid \$: _____

Important - Please Read The Following Information Carefully

It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Buena Vista Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of Buena Vista municipal offices at a nominal cost. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit all of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of application. Public meetings or public hearings will not be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.

APPLICANT

Date: _____

Name: _____

Mailing Address: _____

Mailing Address for Notices, if different from above: _____

Telephone: _____

Fax: _____

PROPERTY SUBJECT TO APPLICATION

Street Address: _____

Practical Property Description: _____

Legal Description (may attach):

Acreage or Square Feet of Parcel: _____ **Existing Zoning:** _____

Surrounding Zoning – North: _____, **South:** _____, **East:** _____, **West:** _____

Present Use of Subject Property: _____

Uses Surrounding Subject Parcel - North: _____ **South:** _____ **East:** _____ **West:** _____

Property owner(s) if different from applicant (inclusive of mineral owners/lessees):

Name	Mailing Address	Telephone
1.		
2.		
3.		

Attach additional sheets if necessary.

Description of Proposed Special Use (use additional sheets as necessary & include reference(s) to applicable section(s) of the municipal code).

☐ Complete, ☐ Incomplete – Comments: _____

The Application Shall Completely Address each of the Following Items (Attach additional sheets if necessary):

Ingress and egress to the property and proposed structures with particular reference to automotive and pedestrian safety, convenience, traffic flow and control and access in case of fire or catastrophe;

☐ Complete, ☐ Incomplete – Comments: _____

The need and-or adequacy of off-street parking and loading areas, and the economic, noise, glare or odor effects of the special use on adjoining properties and the neighborhood generally.

☐ Complete, ☐ Incomplete – Comments: _____

Refuse and service areas:

☐ Complete, ☐ Incomplete – Comments: _____

Utilities, with reference to location, availability and compatibility. Submit letters from utility companies stating a willingness and ability to serve;

☐ Complete, ☐ Incomplete – Comments: _____

Screening and buffering, with reference to type, dimensions and character;

☐ Complete, ☐ Incomplete – Comments: _____

Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, and compatibility and harmony with properties in the neighborhood;

☐ Complete, ☐ Incomplete – Comments: _____

Required yards and other open spaces;

☐ Complete, ☐ Incomplete – Comments:

General compatibility with adjacent property and other property in the neighborhood.

☐ Complete, ☐ Incomplete – Comments: _____

All information set forth above is true and accurate to the best of my information, knowledge and belief.

Applicant Signature: _____ Date: _____

Additional Applicant Signature (if applicable): _____ Date: _____

Application Checklist

- ☐ Application deemed complete Date: _____ By: _____
 - ☐ Vicinity map (3 copies)
 - ☐ Site plan drawn to scale showing detail of proposed use, access, layout, setbacks, utilities etc. (3 copies)
 - ☐ Proof of ownership (deed) for subject property.
 - ☐ Written authorization from property owner(s) authorizing agent to act on their behalf (if applicable)
 - ☐ Envelopes (stamped and addressed) for persons entitled to receive notice.
 - ☐ Fee
 - ☐ Other _____
 - ☐ Comments: _____
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